



Request for Statement of Qualifications for Professional Real Estate Services

I. Purpose

The City of Marble Falls is requesting Statements of Qualifications (SOQ) from experienced **Real Estate Agents/Brokers** for the marketing and sale of the Marble Falls Police Department located at 209 Main Street (part of Lot 13 and all of Lots 14, 15, and 16, Block 5) and other city owned property in the City of Marble Falls, Burnet County, Texas.

II. Services Required

The agent/broker selected is to have adequate experienced staffing and a work load free from constraints to effectively market the property, negotiate the sale and assist with the final closing on behalf of the City of Marble Falls. The agent/broker should be familiar with current land prices in the City of Marble Falls/Burnet County, Texas.

III. Proposal Requirements

Each SOQ must address, but does not need to be limited to, the following issues:

1. Firm name, including the address of all firm offices, identifying in which office the work will be performed.
2. Name, position, phone and fax numbers of contact person.
3. Names of principals in the firm and number of years firm has been in business.
4. Marketing approach and understanding.
5. Number of staff by discipline in the office that will be working on behalf of the City.
6. Amount of professional liability insurance coverage carried by the firm.
7. Any other items, which the agent/broker deems necessary.

Each submittal should provide a summary detailing the experience and understanding of the role of providing professional real estate services. This summary should include example prior sales and list a minimum of three (3) professional references.

IV. Evaluation Process

After the deadline of receipt of SOQ's, an evaluation committee made up of City staff will review all proposals utilizing the evaluation criteria noted below.

Based on the committee's review, it is expected that several firms may be short listed for further consideration and may be required to submit supplemental information. Additionally the selected firms may be required to make a formal presentation before the Mayor and City Council.

V. Evaluation Criteria

The following criteria and rating points (100 point maximum) will generally be used to evaluate the SOQ.

Description	Maximum Points
Demonstrate competence on previous sales in and around the City of Marble Falls	0-25 Points
Reputation for personal and professional integrity and competence	0-15 Points
Key personnel's professional background, caliber and ability for the proposed project	0-15 Points
Current workload	0-10 Points
Demonstrate ability to meet schedules or deadlines	0-10 Points
Familiarity with the proximity of the geographical location of the city	0-25 Points

VI. Contract award

The contract will be awarded for a 6 month period, and may be automatically renewed for additional 6 month period unless terminated by either party.

BASIS OF AWARD

The City of Marble Falls will make its selection based on the following:

- Demonstrated competence, experience, knowledge and qualifications.
- Rating points based on the evaluation criteria by the City staff.
- All things being equal, the City of Marble Falls will give first consideration to firms whose principal place of business is located within the City of Marble Falls city limit.

All costs directly or indirectly related to preparation of a response to this SOQ or any oral presentation required to supplement and/or clarify the SOQ which may be required shall be the sole responsibility of, and shall be borne by, your firm.

VII. Inquiries

Any informational questions for this statement may be directed to Mr. Mike Hodge, City Manager by calling (830) 693-3615.

VIII. Response Deadline

Response to the SOQ must be addressed to Christina McDonald, City Secretary, and received at the City Hall Offices, 800 Third Street, Marble Falls, Texas 78654, **by Wednesday, April 12, 2017, at 5:00 p.m.** for consideration. Three (3) complete sets of the response must be submitted no later than this day and time in a sealed envelope indicating that its content are in response to the **“City of Marble Falls – Statement of Qualifications for Professional Real Estate Services.”**